

OTE 84-1220

15 June 1984

MEMORANDUM FOR:

OCR/AB/WH-UK

25X1

FROM:

Executive Officer, OTE

SUBJECT:

Revisions of Subscriptions for Calendar Year 1985

Attached is the list of OTE's subscriptions for calendar year 1985. We have reviewed the list and have made the revisions as directed.

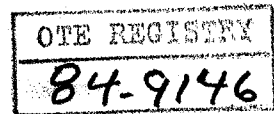
Attachment

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SEC. CL.		ORIGIN		CONTROL NO.	
		INNS BR.		OTE 84-9146	
DATE OF DOC	DATE REC'D	DATE OUT	SUSPENSE DATE	CROSS REFERENCE OR POINT OF FILING	
25MAY84	29MAY84				
TO C/AD FROM C/ACQUISITIONS BRANCH SUBJ. RENEWAL INSTRUCTIONS FOR CALENDAR YEAR 1985				ROUTING C/AD EXD 15/ 6/15 OTE Reg 6/15	
COURIER NO.		ANSWERED		NO REPLY	



May 25, 1984

MEMORANDUM FOR: Director of Training and Education

FROM:

Chief, Acquisitions Branch

25X1

SUBJECT: Renewal Instructions for Calendar Year 1985

1. The following action is requested for the renewal or cancellation of subscriptions for Calendar Year 1985.

- A. Delete all titles to be cancelled by drawing a red line through each unwanted title. Reduce the number of copies required by making the change in the SUB column.
- B. Make any changes in office designations in the OFFICE column. Due to the many office changes this year, please note the office mailing address in this same column.
- C. DO NOT add new subscriptions to the renewals list. You must submit a form 1395 signed by your authorizing official for each additional or new subscription.
- D. When all changes have been completed, the list must be signed by an approved authorizing official.

2. Return signed copy of the list on or before 15 June 1984 to:



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3. The Key to the computer format is as follows:

Column 1 Title

Column 2 Subscribing office or zip code designator

Column 3 Number of subscriptions

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Column 4 Estimated yearly cost per subscription

Column 5 Total estimated cost

Column 6 Periodicity:

- 1 Daily or Annual
- 2 Weekly
- 3 Monthly
- 4 Quarterly
- 5 Semi-weekly
- 6 Semi-monthly, bi-weekly or fortnightly
- 7 Bi-monthly
- 8 Semi-annual
- 9 Irregular

Column 7 Sequence number (for computer use only)

Column 8 Post/Dealer (coded source of subscription)

Column 9 Shipment (Surface, Air, Direct or Commercial Air)

Column 10 Type of publication:

- 1 - Annual
- 2 - Newspapers (U.S.)
- 3 - Periodicals and other newspapers

Column 11 Renewal Date (Acquisitions Branch use only)

Column 12 Office identification number

4. Orders processed after mid-May 1984 may not appear on this listing due to the lead time necessary to produce this list.

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